

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

OSOSF-002 (Formerly SSA-24)

Page 1 of <u>17</u>

1 AGE	NCY TITLE 2. DEPARTMENT/DIVISION TITLE			3	OFFICE	/SECTION TITI	F	4. DATE SUB	MITTED
	of Seattle Seattle Department of Transportati	on (SDO	Τ)	3.			ent (19.04.00)	June 24,	
600	RESS (PO Box or Street, City, and Zip Code)			68		R DS MANAGE er Winkler	R NAME (TYPE OR	PRINT)	
	D. Box 94728 uttle, Wa. 98124-4728			6k		r ds managei 684-8154	R TELEPHONE	6c. RECORDS MAN Jennifer.wink	AGER E-MAIL ler@seattle.gov
I he	ORDS MANAGER SIGNATURE (Required) Pereby certify that I have prepared this schedule in compliance with current I local regulations, and I ensure it's accuracy.	t federal, s	tate,	SIGNATU	JREJ	lennifer Win	kler		
	T OF RECORDS SERIES								
8a. ITEM NO.	8b. TITLE/DESCRIPTION	8c. OPR/ OFM	8d. OFFICE OF PRIMARY COPY	8e. VOLUME (RECORDS (c ft.)		8f. CUT-OFF (start of retention period)	8g. RETENTION PERIOD (Total in Years/Months or Days)	8h. DISPOSITION AUTHORITY NO. (DAN)	8i. ARCHIVAL DESIGNATION/REM ARKS
1.	TRAFFIC MANAGEMENT MAIN Traffic Management Location History Files Files document the history of traffic management issues, problems and solutions on City of Seattle owned and maintained streets and intersections. May include citizen complaints, responses and supporting documentation, claims, traffic control requests, documentation of traffic incidents specifically for that street, correspondence, etc. Files are maintained by street name or number.	OFM				End of Calendar Year	10 Years	05-02-0293	
2.	Traffic Management Issue Files Files document traffic management related issues regarding one specific topic (pedestrians, channelization lines, etc.) or areas where issues relate to a several block radius (Pike Place Market, Westlake Center, etc). May include citizen complaints and responses, traffic control requests, newsclippings and additional reference material on traffic management related issues, etc.	OFM				End of Calendar Year	10 Years	05-02-0294	Potentially Archival
AGENO	Y MANAGER SIGNATURE: Robert Miller			Y ARCHIVIST					,
	FOR RECORDS MANAGEME	NT SECT	ION USE C	NLY - DO N	IOT FILI	L IN BEYO	ND THIS POINT		
	of Records Management Section Analyst: _SAA								
	L RECORDS INTTEE ACTION: ✓ Approved as Submitted-DATE:09/30/2004	d as Amended	I-DATE: _		Retur	ned Unprocessed-DA	ΓE:		
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	For the Attorney General	the State Au	ditor			For the State Archivist			



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Page 2 of <u>17</u>

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City	NCY TITLE of Seattle	DEPARTMENT/DIVISION TITLE Seattle Department of Transporta	ation (SDO	Γ)		3. office/sec Traffic Mar		(19.04.00	0)		TE SUBMITTED ne 24, 2002
600	RESS (PO Box or Street, City, a) 4 th Ave., Fl. 3). Box 94728	nd Zip Code)				6a. RECORDS N Jennifer W		AME (TYPE	OR PRIN	T)	
	ottle, Wa. 98124-4728					6b. RECORDS N (206) 684-		ELEPHONE			os manager e-mail r.winkler@seattle.gov
I he	ORDS MANAGER SIGNATURE (ereby certify that I have prepa I local regulations, and I ensu	red this schedule in compliance with curre	ent federal, s	tate,	SIGNAT	ΓURE Jenni	fer Winkler	<u>r</u>			
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3.	Used to document actua number of labor hours, d materials and/or equipme	ctivity Records/Crew Reports I work performed. May include ate, time and location of each job, ent used, task numbers for charge cking purposes and management	OFM			End o Calend Year	ar	Years	GS50-0		Records located in the following divisions: Signal Shop, Signs and Markings Maintenance
4.	including installation, ins replacement of non-elect parking meters, etc. Wo from public complaints of agencies. Includes work	raffic control maintenance requests pection, testing, repair or trical traffic control signs, markings, rk instructions may be generated r from other local government location, name of person em statement, inspection	OFM			Projec Complet		Years	GS50- ²	18-24	Records located in the following divisions: Parking Meter Maintenance and Sign Records
5.	SIGNAL OPERATIONS Functional Test Logs		OFM		1	End of	f 2\	Years	GS50-	10 /1	
5.	Files are used to docume	ent routine testing and factorial from the factorial fac	OFIVI			Calenda Year		rears	G330-	10-41	
AGENO	CY MANAGER SIGNATURE: F	Robert Miller		AGENCY	ARCHIVIS	ST SIGNATURE:	Scott Cline	е			
	FOR RECORDS MANAGEMENT SECTION USE ONLY - DO NOT FILL IN BEYOND THIS POINT										
Initials	of Records Management	Section Analyst:		<u> </u>							
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	No approval by Local Records Committee necessary; State Archives review of schedules verifies all series meet requirements of Local Government General Records ention Schedules. Signature of State Archives representative:JMM 09/30/2004										



PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

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18	FER KCW 40.14									
	ICY TITLE of Seattle	2. DEPARTMENT/DIVISION TITLE Seattle Department of Trans	sportation	tation (SDOT) 3. OFFICE/SECTION TITLE Traffic Management (19.04.00) 4. DATE SUBMITTED June 24, 2002						
5. ADDF	RESS (PO Box or Street, City, a) 4 th Ave., Fl. 3	•		(0201)		6a. RECORDS MAN Jennifer Wink	IAGER NAME (TYP	-		
), Box 94728									
_	ttle, Wa. 98124-4728					6b. RECORDS MAN (206) 684-81		E 6c		os manager e-mail r.winkler@seattle.gov
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6.		ts to signal box sites. yee name, date, time and ed to document and track	OFM			Life of Equipment	3 Years	GS50-1	18-39	
7.		ation of current equipment in pment replacements. Used	OFM			Life of Equipment	3 Years	GS50-18	-41	
8.	Signal Inventory Files document the locat signals. Indicates location installation date and similar to the signal of the signal		OFM			Upon Revision	1 Year	GS50- ²	18-35	
AGENC	Y MANAGER SIGNATURE: F		OFMENT	COTION		IST SIGNATURE: SO		0.0.IT		
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18	PER RCW 40.14											
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,	of Seattle	Seattle Department of Transportation	on (SDOT)			Traffic Management (1	•	June 24,	2002		
	RESS (PO Box or Street, City, a) 4 th Ave., Fl. 3	nd Zip Code)				68	a. RECORDS MANAGER NAN Jennifer Winkler	IE (TYPE OR PRI	NT)			
) 4 Ave., Fl. 3). Box 94728							1				
	ittle, Wa. 98124-4728					6t	b. RECORDS MANAGER TEL (206) 684-8154	EPHONE	6c. RECORDS MAN	AGER E-MAIL er@seattle.gov		
7		(5.1.1)					(200) 004-0134		Jennier.winki	ei @seattle.gov		
I he	ORDS MANAGER SIGNATURE Preby certify that I have prepa I local regulations, and I ensu	red this schedule in compliance with current	federal, si	tate,	SIGNA	ATU	REJennifer Winkler_					
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9.	Signal Studies (Unwarranted Installations) Files contain documentation of signal projects that do not meet warrant requirements. May include citizen requests, petitions, drawings and diagrams, traffic studies, volume counts, sketches and warrant determinations. OFM Study Completion of Study Study											
10.	particular location is war	ine if installation of a traffic signal at a ranted. May include citizen requests, petitions, traffic studies, volume	OPR				Signal installed: life of signal Not installed: completion of study	10 Years	GS50-18-10			
11.												
AGENO	Y MANAGER SIGNATURE:	Robert Miller		AGENO	Y ARCHIV	/IST	SIGNATURE: Scott Cline					
	FOR RECORDS MANAGEMENT SECTION USE ONLY - DO NOT FILL IN BEYOND THIS POINT											
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188	PER RCW 40.14										
	NCY TITLE of Seattle	2. DEPARTMENT/DIVISION TITLE Seattle Department of Transportati	on (SDO	Γ)			FICE/SECTION T affic Manager	TITLE ment (19.04.00)			re submitted ne 24, 2002
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	ttle, Wa. 98124-4728						ECORDS MANAG (06) 684-8154	SER TELEPHONE	6c		os manager e-mail r.winkler@seattle.gov
I he	DRDS MANAGER SIGNATURE (Treby certify that I have prepail local regulations, and I ensured	red this schedule in compliance with current	t federal, s	tate,	SIGNA	TURE	<u>Jennifer W</u>	inkler_			
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12.	include plans for timing of optimization projects and includes signal location, making timing adjustmen	Plans g plans for traffic signals. May shanges due to special events, d new installations. Information date, time and name of person hts. Used to document compliance d to develop maintenance	OFM				Upon Revision	10 Years	GS50	-18-41	
	TRAFFIC CONTROL - B	ICYCLE & PEDESTRIAN PROGRAM							1		
13.	removal of pedestrian, bi projects including curb ra curb bulbs, bike racks, et traffic control request for reports and copies of acc	ent the approval, construction and icyclist and school zone safety amps, crossing signs, crosswalks, tc. May include citizen requests, ms, traffic and pedestrian count cident reports, community meeting postruction requests and reports,	OPR				Removal of Device	10 Years	GS50	-18-27	
AGENC	Y MANAGER SIGNATURE: F						NATURE: Scot				
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2 18	FER RCW 40.14								
	ICY TITLE 2. DEPARTMENT/DIVISION TITLE of Seattle Department of Transport	ation (SD	OT)			FICE/SECTION TITLE raffic Management			SUBMITTED 24, 2002
600	RESS (PO Box or Street, City, and Zip Code)					ECORDS MANAGER N ennifer Winkler	IAME (TYPE OR	PRINT)	
	0. Box 94728 ttle, Wa. 98124-4728					ecords manager 1 06) 684-8154	ELEPHONE		MANAGER E-MAIL winkler@seattle.gov
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14.	Bicycle & Pedestrian Safety Project Files (Unapproved) Files contain documentation of projects not selected for construction or implementation. May include citizen requests, traffic control requests, traffic count and accident reports and decision letters and memoranda.	OFM				Project Determination Made	10 Years	GS50-18-27	
15.	Crosswalk Inventory Files document location of all crosswalks maintained by the City. Includes crosswalk location, date of installation and similar data. Used to develop maintenance schedules and write work instructions.	OFM				Upon Revision	1 Year	05-02-0295	
16.	School Walking Route Maps Files contain annual updates and revisions to school- walking route maps created for the City's public elementary schools. Updated information is provided to Seattle Public Utilities (SPU) for maintenance of the GIS data set that is used to provide mapping services to the public.	OFM				Upon Revision	1 Year	GS50-01-32	
AGENC	Y MANAGER SIGNATURE: Robert Miller					NATURE: Scott Clir			
	FOR RECORDS MANAGEM	IENT SEC	CTION USE (ONLY - DO	TON C	FILL IN BEYOND	THIS POINT		
	of Records Management Section Analyst: SAA								
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For the Attorney General For the State Auditor								For the State A	rchivist



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181	PER RCW 40.14										
		DEPARTMENT/DIVISION TITLE Seattle Department of Transpo	rtation (S	DOT)	3. OFFICE/SECTION TITLE 4. DATE SUBMITTED Traffic Management (19.04.00) December 4, 2007						
5. ADDF	ESS (PO Box or Street, City, and Z	·	Tration (C			6a. RECORDS MANAG	SER NAME (TYPE C		2000111001 1, 2001		
	4 th Ave., Fl. 3 . Box 94728					Jennifer Winkle	r				
	ttle, Wa. 98124-4728					6b. RECORDS MANAG (206) 684-8154			CORDS MANAGER E-MAIL nnifer.winkler@seattle.gov		
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	TRAFFIC CONTROL - CAR	POOL PROGRAM									
17.	and provides lists of certified building contacts who collect Certification listings are upd	applicants participating in gh legal agreements with property managers. Sters the application process disapposes to private	OFM			End of Quarter	1 Years	GS50-01-0)2		
18.	Carpool Program Permi Files document the selection of the carpool parking permit permit applications and relat Records filed by carpool are Permits are renewed quarte	n and administration process it program. Files consist of ted correspondence. ea then permit number.	OFM			End of Quarter	3 Years	GS59-01-	02		
AGENC	Y MANAGER SIGNATURE:					ST SIGNATURE:					
		FOR RECORDS MANAGE	MENT SI	ECTION USE C	DNLY - DO	NOT FILL IN BEY	OND THIS POI	NT			
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		committee necessary; State Arc State Archives representative:	hives revi	ew of schedule	s verifies a	II series meet requi	rements of Loca	al Governme	ent General Records		



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600	RESS (PO Box or Street, City, a) 4 th Ave., Fl. 3	nd Zip Code)				6a. RECORDS MANAG Jennifer Winkle		R PRINT)			
_). Box 94728 ttle, Wa. 98124-4728				-	6b. RECORDS MANA (206) 684-8154				s manager e-mail r.winkler@seattle.gov	
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19. Permit Tracking Database Access database used to log in requests for carpool permits and track permit issuance process. Data is obtained from Carpool Program Permit Files and includes name of permit applicants, date of application, location of carpool area and date permit was issued. (Revision of 12/2007 changes cut-off from System Replacement and reduces retention from 3 years). Termination of Permit 1 Year GS50-01-02											
	TRAFFIC CONTROL - C SPECIAL EVENTS	CONSTRUCTION, DETOURS,									
20.	SPECIAL EVENTS										
AGENC	NCY MANAGER SIGNATURE: AGENCY ARCHIVIST SIGNATURE:										
		FOR RECORDS MANAG	GEMENT	SECTION USE	ONLY - DC	NOT FILL IN BEY	OND THIS POIN	IT			
	of Records Management	Section Analyst:	_								
	L RECORDS IITTEE ACTION:	oproved as Submitted-DATE:		_ Appro	ved as Amend	led-DATE:	Re	turned Unpr	ocesse	ed-DATE:	
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1. AGENO	CY TITLE 2. DEPARTMENT/DIVISION TITLE of Seattle Seattle Department of Transportation (SDOT)			3. office/sect	TION TITLE nagement (19.04	4. DATE SUBMITTED June 24, 2002			
5. ADDRE 600	ESS (PO Box or Street, City, and Zip Code) 4 th Ave., Fl. 3 Box 94728			6a. RECORDS M Jennifer W	ANAGER NAME (T inkler	YPE OR PRII	,		
	tle, Wa. 98124-4728			6b. RECORDS N (206) 684-8	i <mark>anager teleph</mark> 3154	ONE		CORDS MANAGER nnifer.winkler@	
I here	RDS MANAGER SIGNATURE (Required) eby certify that I have prepared this schedule in compliance with current federal, statlocal regulations, and I ensure it's accuracy.	te,	SIGNA	TURE Jenni					
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21.	Temporary Traffic Control Files Files document the use of temporary traffic and parking controls (i.e. detours, traffic cones, street markings) to manage the flow of traffic during construction projects and City maintenance projects. Files may include channelization sketches, work instructions, diagrams and comments.	OPR			Project Completion	6 Yea	rs	GS50-01-39	
22.	Traffic Management Plans Files document development and implementation of traffic management plans required under the land use code. May include Memorandum of Agreements (MOAs) between the City and private buildings and/or sporting venues, correspondence, traffic count and pedestrian studies, traffic re-routing plans, carpool compliance reports, surveys and copies of Master Use Permits.	OPR			Expiration of Agreement or Permit	6 Yea	rs	GS50-11- 05(s)	Potentially Archival
23.	Traffic Specification Standards Files document the development of specifications for street and/or lane closures related to construction projects and street maintenance. May include channelization diagrams, traffic count reports and guidelines documenting the approved times for lane closures, required channelization markings, correspondence and supporting documentation.	OPR			Upon Revision	6 Yea	rs	GS50-01-32	
AGENCY	MANAGER SIGNATURE: Robert Miller			IST SIGNATURE:					
	FOR RECORDS MANAGEMENT SECTION	ON USE C	DNLY - DO	NOT FILL IN	BEYOND THIS	POINT			
	of Records Management Section Analyst:SAA - NO LRC APPROVAL N	NECESS/	ARY						
	TTEE ACTION: Approved as Submitted-DATE:	Approve	d as Ameno	ded-DATE: <u>02/2</u>	5/2005	Returned	d Unpro	ocessed-DATE: _	
	For the Attorney General For th	e State Au	ıditor			F	or the S	State Archivist	



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P.C	D. Box 94728 attle, Wa. 98124-4728					6b	. RECORDS MANAG (206) 684-8154				OS MANAGER E-MAIL r.winkler@seattle.gov
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	TRAFFIC CONTROL - C	CURB SPACE MANAGEMENT									
24. Bus Stop Change Files Files document issues related to temporary changes to Metro Transit bus stops due to construction issues or permanent location changes prompted from a citizen's request. May include safety inspection report, field notes, correspondence, citizen complaints, work instructions and recommendations for relocations. OFM Project Completion 6 Years GS50-01-39											
25.											
AGENC	Y MANAGER SIGNATURE:						SIGNATURE: Scott				
		FOR RECORDS MANAGEN	IENT SE	CTION USE C	NLY - DO	O N	OT FILL IN BEYO	OND THIS POI	NT		
	of Records Management	Section Analyst:									
	L RECORDS MITTEE ACTION:	pproved as Submitted-DATE:09/30/20	04	☐ Approve	d as Ameno	ded-	DATE:	Re	turne	d Unprocess	ed-DATE:
		ords Committee necessary; State Arc			les verifie	es al	l series meet requ	uirements of Lo	cal G	overnment	General Records
Retent	tion Schedules. Signature	e of State Archives representative: _	<u>JMM 0</u>	9/30/2004							



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	NCY TITLE of Seattle	2. DEPARTMENT/DIVISION TITLE Seattle Department of Transporta	ation (SD0	OT)		3. OFFICE/SECTION TITL Traffic Manageme			SUBMITTED 24, 2002				
600	RESS (PO Box or Street, City, a) 4 th Ave., Fl. 3). Box 94728	nd Zip Code)				6a. RECORDS MANAGER Jennifer Winkler	NAME (TYPE OR P	RINT)					
	ottle, Wa. 98124-4728					6b. RECORDS MANAGER (206) 684-8154	RTELEPHONE		MANAGER E-MAIL vinkler@seattle.gov				
I he	ORDS MANAGER SIGNATURE ereby certify that I have prepa I local regulations, and I ensu	red this schedule in compliance with curre	ent federal,	state,	SIGNAT	NATUREJennifer Winkler							
8. LIS	T OF RECORDS SERIES												
8a. ITEM NO.	тіті	8b. LE/DESCRIPTION	8c. OPR/ OFM	8d. OFFICE OF PRIMARY COPY	8e. VOLUME (RECORD (cubic ft.	S CUT-OFF (start of retention period)	8g. RETENTION PERIOD (Total in Years/Months or Days)	8h. DISPOSITION AUTHORITY NO. (DAN)	8i. ARCHIVAL DESIGNATION/REMARKS				
26.	(Approved) Files document the procue neighborhood residential citizen petitions, corresports, co	ess of selecting and establishing I parking zones. May include ondence, field check notes, ommunity meeting materials, in committee and work requests.	OPR			Zone Establishment	10 Years	04-10-0288	Potentially Archival				
27.	(Unapproved) Files contain documenta establishment of neighborn May include citizen petiti notes, parking usage rep	zone Establishment Files ution of unapproved applications for prhood residential parking zones. utions, correspondence, field check ports, community meeting from design committee and work	OFM			Project Determination Made	3 Years	04-10-0289					
AGENO	CY MANAGER SIGNATURE: 1	Robert Miller FOR RECORDS MANAGEM	ENT SEC			T SIGNATURE: Scott C							
Initiale	of Records Management		020										
LOCA	L RECORDS	pproved as Submitted-DATE: _09/30/2004	4	☐ Approved	d as Amende	ed-DATE:	Return	ned Unprocessed-	-DATE:				
	See original for signa	uture	See	original for sigr	nature	gnature							
	For the Attorney Ger	neral	Fo	or the State Aud	ditor			For the State Arc	chivist				



PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

OSOSF-002 (Formerly SSA-24)

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	NCY TITLE of Seattle	2. DEPARTMENT/DIVISION TITLE Seattle Department of Transport	ortation (S	DOT)		3. OFFICE/SECTION T Traffic Manager			re submitted ne 24, 2002	
600	RESS (PO Box or Street, City, a) 4 th Ave., Fl. 3). Box 94728	nd Zip Code)				6a. RECORDS MANAG Jennifer Winkler		R PRINT)		
	o. Box 94728 httle, Wa. 98124-4728					6b. RECORDS MANAG (206) 684-8154			os manager e-mail r.winkler@seattle.gov	
I he	ORDS MANAGER SIGNATURE (ereby certify that I have prepa I local regulations, and I ensu	red this schedule in compliance with c	urrent feder	ral, state,	SIGNAT	TUREJennifer W	inkler	•		
8. LIS	T OF RECORDS SERIES									
8a. ITEM NO.		8b. E/DESCRIPTION	8c. OPR/ OFM	8d. OFFICE OF PRIMARY COPY	8e. VOLUME C RECORDS (cubic ft.)	S of retention	8g. RETENTION PERIOD (Total in Years/Months or Days)	8h. DISPOSITION AUTHORITY NO. (DAN)	8i. ARCHIVAL DESIGNATION/REMARKS	
	TRAFFIC CONTROL - P	ARKING METER MAINTENANCE	≣							
28.	removal of Parking Mete	for installation, replacement or r Hoods. They include meter requesting service, date and	OPR			End of Calendar Year	6 Years	GS55-05H- 05		
29.	parking meter. The card maintenance and to veri	d frequency of repairs for each is are used for preventive fy parking ticket complaints and ey include meter location, date	OFM			End of Calendar Year	6 Years	GS55-05H- 05		
AGENO	CY MANAGER SIGNATURE: I		TAFAIT O			ST SIGNATURE: Scot		NT.		
		FOR RECORDS MANAGI	EIVIENI SI	ECTION USE	UNLY - DO	NOI FILL IN BEY	OND THIS POIL	VI		
LOCA	of Records Management L RECORDS MITTEE ACTION:	Section Analyst: <u>SAA</u> pproved as Submitted-DATE: <u>11/16</u>	/2004	Approve	ed as Amendo	ed-DATE:	\ Re	turned Unprocess	ed-DATE:	
	N/A			N/A				N/A		
	For the Attorney Gen	eral		For the State A	uditor		For the State Archivist			



PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

OSOSF-002 (Formerly SSA-24)

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	NCY TITLE of Seattle	2. DEPARTMENT/DIVISION TITLE Seattle Department of Transportation	EPARTMENT/DIVISION TITLE eattle Department of Transportation (SDOT)						4. DATE SUBMITTED June 24, 2002		
600	RESS (PO Box or Street, City, a	nd Zip Code)	<u> </u>			ECORDS MANAG ennifer Winkle	GER NAME (TYPE C	OR PRINT)			
	D. Box 94728 attle, Wa. 98124-4728					RECORDS MANAG 206) 684-8154	GER TELEPHONE	6c. RECORDS MANAGER E-I Jennifer.winkler@sea			
I he	ORDS MANAGER SIGNATURE ereby certify that I have prepa d local regulations, and I ensu	red this schedule in compliance with current	federal, sta	ate,	SIGNATURE	<u>Jennifer W</u>	'inkler				
	T OF RECORDS SERIES										
8a. ITEM NO.		8b. 8c. OFFICE OF VOLUME OF PRIMARY RECORDS OFM COPY (cubic ft.)		8f. CUT-OFF (start of retention period)	8g. RETENTION PERIOD (Total in Years/Months or Days)	8h DISPOS AUTHOR (DA	SITION ITY NO.	8i. ARCHIVAL DESIGNATION/REMARKS			
	TRAFFIC CONTROL - F	PERMITS & ENFORCEMENT									
30.	parking regulations in co photos, citations that inc number and state, type of location of violation and	e of a citation and a fine for violating immercial load zones. Files contain lude citation number, auto license of parking violation, date, time and supporting documentation. bulled from these files and transferred	OFM			End of Calendar Year	3 Years	L07-0	1-06		
31.	temporary permits for sp over-legal vehicles, build	ance of annual, short-term and ecial parking, parking meter hoods, ling moves, etc. May include permit ermits, vehicle registration residency.	OFM			Permit Expiration	3 Years	GS50-1	2D-10		
AGENCY MANAGER SIGNATURE: Robert Miller AGENCY ARCHIVIST SIGNATURE: Scott Cline FOR RECORDS MANAGEMENT SECTION USE ONLY - DO NOT FILL IN BEYOND THIS POINT											
			NT SECTION	ON USE ON	LY - DO NOT	FILL IN BEY	OND THIS POI	NT			
LOCA	of Records Management AL RECORDS MITTEE ACTION:	Section Analyst: pproved as Submitted-DATE:		Approved a	s Amended-D	ATE: <u>09/30/200</u>	<u>14</u> □ Re	turned Unp	processed	I-DATE:	
	N/A			N/A			N/A				
For the Attorney General			For th	ne State Audit	or			For the State Archivist			



PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

OSOSF-002 (Formerly SSA-24)

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	NCY TITLE of Seattle				office/section Traffic Manag			4. DATE SUBMITTED June 24, 2002				
600	RESS (PO Box or Street, City, and 0 4 th Ave., Fl. 3	I Zip Code)			6a.	RECORDS MANA Jennifer Wink	•	YPE OR PRI	NT)			
	D. Box 94728 attle, Wa. 98124-4728			6b. RECORDS MANAGER TELEPHONE (206) 684-8154						6c. RECORDS MANAGER E-MAIL Jennifer.winkler@seattle.gov		
I he	ORDS MANAGER SIGNATURE (Rereby certify that I have prepared local regulations, and I ensure	d this schedule in compliance with current federal, stat	e,	SIGNA	TUF	REJennifer	Winkler					
	ST OF RECORDS SERIES	no accomacy.										
8a. ITEM NO.		8b. TITLE/DESCRIPTION	8c. OPR/ OFM PR C		ŀΥ	8e. VOLUME OF RECORDS (cubic ft.)	8f. 8g. CUT-OFF RETENTION (start of PERIOD retention (Total in period) Years/Month or Days)		TION DD in onths	8h. DISPOSITION AUTHORITY NO. (DAN)	8i. ARCHIVAL DESIGNATION/ REMARKS	
	TRAFFIC MANAGEMENT	- COLLISION RECORDS										
32.	reports such as participan codes. Database is used	n) tracks information contained on collision t name, collision date, location and diagram to determine improvements to traffic on trends and plan safety projects. Also	OFM				End of Calendar Year	6 Yea	ars	05-02-0296		
33.	Traffic Collision Files Files consist of copies of o Department, Washington S private citizens. Files are	collision reports provided by the Seattle Police State Patrol, University of Washington and used to evaluate fatalities, identify potential plan and evaluate traffic safety projects and	OFM	WA Sta Patrol			End of Calendar Year	6 Yea	ars	GS50-18-32		
34.	Traffic Collision Summer Various reports, including containing information on persons killed and injured throughout the City. Files a hazards, monitor and eval		OPR				End of Calendar Year	10 Ye	ars	04-10-0291	Potentially Archival	
AGENO	CY MANAGER SIGNATURE: Ro	AGENCY ARCHIVIST SIGNATURE: Scott Cline										
		FOR RECORDS MANAGEMENT SECTION	N USE C	NLY - DO	O NO	OT FILL IN BE	YOND THIS	POINT				
LOCA	s of Records Management S LL RECORDS MITTEE ACTION:	•	Approve	d as Ameno	ded-l	DATE:		Returne	d Unpr	ocessed-DATE: _		
	See original for signatu	re See orig	inal for sig	for signature See original for signature								
For the Attorney General For			e State Au	ditor			For the State Archivist					



PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

OSOSF-002 (Formerly SSA-24)

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1. AGENCY TITLE 2. DEPARTMENT/DIVISION TITLE City of Seattle Seattle Department of Transportat			Τ)			FICE/SECTION 1	TITLE ment (19.04.00)		4. DATE SUBMITTED June 24, 2002	
5. ADDI	RESS (PO Box or Street, City, and Zip Code)		- /		6a. RE		SER NAME (TYPE C		,	
P.C). Box 94728 tttle, Wa. 98124-4728				6b. RE		GER TELEPHONE		DS MANAGER E-MAIL er.winkler@seattle.gov	
I he	DRDS MANAGER SIGNATURE (Required) reby certify that I have prepared this schedule in compliance with curre I local regulations, and I ensure it's accuracy.	nt federal, s	tate,	SIGNA	TURE	Jennifer W	'inkler			
8. LIS	T OF RECORDS SERIES									
8a. ITEM NO.	8b. TITLE/DESCRIPTION	8c. OPR/ OFM	8d. OFFICE OF PRIMARY COPY	8e VOLUM RECO (cubic	IE OF RDS	8f. CUT-OFF (start of retention period)	8g. RETENTION PERIOD (Total in Years/Months or Days)	8h. DISPOSITION AUTHORITY NO. (DAN)	8i. ARCHIVAL DESIGNATION/REMARKS	
	TRAFFIC OPERATIONS - CHANNELIZATION									
35.	Channelization Device Inventory Inventory listing of channelization devices throughout the City includes location and maintenance history information for crosswalks, neighborhood traffic circles, roadway markings, etc. Used to prepare maintenance schedules and write work instructions.	OFM				Upon Revision	1 Year	05-02-0297		
36.	Channelization Layout Drawings Files document the design and location of channelization devices on arterial streets including roadway markings, pavement buttons and signs related to traffic control. Filed by intersection and/or road name. Used to replace markings and develop street maintenance schedule.	OFM				Upon Revision	6 Years	04-10-0292		
AGENO	Y MANAGER SIGNATURE: Robert Miller					NATURE: Scot				
	FOR RECORDS MANAGEM	ENT SECT	ION USE ON	ILY - DC	ONOT	FILL IN BEY	OND THIS POI	NT		
	of Records Management Section Analyst: SAA L RECORDS									
	ITTEE ACTION: ✓ Approved as Submitted-DATE: _09/30/2004		Approved a	as Ameno	ded-DA	TE:	Re	turned Unprocess	sed-DATE:	
	See original for signature	See o	riginal for signa	ature				See original fo	r signature	
For the Attorney General			the State Audit	tor			For the State Archivist			



PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

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18	PER RCW 40.14													
1. AGENCY TITLE City of Seattle 2. DEPARTMENT/DIVISION TITLE Seattle Department of Transportation (SDOT)						3. OFFICE/SECTION TITLE Traffic Management (19.04.00) 4. DATE SUBMITTED June 24, 2002								
5. ADD F	RESS (PO Box or Street, City, ar) 4 th Ave., Fl. 3	•		` ,			6a. RECORDS MANAGER NAME (TYPE OR PRINT) Jennifer Winkler							
). Box 94728 ttle, Wa. 98124-4728						6b. I	DS MANAGER E-MAIL er.winkler@seattle.gov						
I he	DRDS MANAGER SIGNATURE (reby certify that I have prepar local regulations, and I ensur	red this schedule in compliance with	current fe	ederal, state,		SIGNA	TUR	E <u>Jennifer</u>	Winkler_					
3. LIST OF RECORDS SERIES														
8a. ITEM NO.	N TITLE/DESCRIPTION		8c. OPR/ OFM	8d. OFFICE OF PRIMARY COPY		8e. VOLUME RECORE (cubic fi	ME OF CUT-OFF ORDS (start of		8g. RETENTION PERIOD (Total in Years/Months or Days)	AUTH	8h. POSITION IORITY NO. (DAN)	8i. ARCHIVAL DESIGNATION/REMARKS		
37.	maintenance of channeliz consist of device drawing notes indicating type of work instruction request a maintenance crew.	he installation, removal or zation devices. Records is with location information, work to be performed, date of and date work completed by	OFM					End of Calendar Year	10 Years	GS	50-18-24			
	TRAFFIC OPERATIONS	- SIGN SHOP												
38.		ion of orders and billings for orders, sign type, material	OFM	Resou Manage				End of Calendar Year	3 Years	GS5	0-03A-02			
39.	Sign Design System Traffic Cad system used designs. May include inf specifications such as sizused.		OFM					End of Use	1 Year	GS	50-01-02			
AGENCY MANAGER SIGNATURE: Robert Miller AGENCY ARCHIVIST SIGNATURE: Scott Cline														
		FOR RECORDS MANA	GEMENT	SECTION	USE O	NLY - DO	ON C	T FILL IN BE	YOND THIS P	OINT				
	initials of Records Management Section Analyst:													
	L RECORDS IITTEE ACTION: Ap	proved as Submitted-DATE: <u>09/3</u>	30/2004		Approved	d as Amen	ded-D	ATE:		Returne	d Unprocess	ed-DATE:		



PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

OSOSF-002 (Formerly SSA-24)

Page 17 of <u>17</u>

1. AGENCY TITLE 2. DEPARTMENT/DIVISION TITLE						3. OFFICE/SECTION		4. DATE SUBMITTED		
City	of Seattle	Seattle Department of Transporta	ation (SD	OT)		Traffic Manage	ment (19.04.00)		June 24, 2002	
600	RESS (PO Box or Street, City, and 4 th Ave., Fl. 3	nd Zip Code)				6a. RECORDS MANA Jennifer Winkle		OR PRINT)		
Sea). Box 94728 httle, Wa. 98124-4728					6b. RECORDS MANA (206) 684-8154	os manager e-mail r.winkler@seattle.gov			
I he	DRDS MANAGER SIGNATURE (Preby certify that I have prepail local regulations, and I ensui	red this schedule in compliance with curre	ent federal	, state,	SIGNAT	UREJennifer V	Vinkler			
8. LIS	T OF RECORDS SERIES									
8a. ITEM NO.		8b. E/DESCRIPTION	8c. OPR/ OFM	8d. OFFICE OF PRIMARY COPY	8e. VOLUME C RECORDS (cubic ft.	of retention	8g. RETENTION PERIOD (Total in Years/Months or Days)	TION 8h. OD DISPOSITION I in AUTHORITY onths NO. (DAN)		8i. ARCHIVAL DESIGNATION/REMARKS
40	TRAFFIC OPERATIONS	- TRAFFIC COUNTS	0514		1		10.1/	0=00	2000	T
40.	changes to the street sys	en of arterial streets to document tem over time. Files are used to d for post construction restoration	OFM			Project Completion	10 Years	05-02-0)298	
41.		track data collected during traffic on and speed studies. Data is	OFM			End of Calendar Year	10 Years	052-02-		
42.	traffic counts, turning mo studies, parking usage, v studies, travel time delay ball bank and occupancy requests, data field shee	s types of traffic studies including; vement counts, pedestrian ehicle classification, speed s, origin and destination studies, studies. Files may include work ts, schematics, maps and data apport investigations, traffic control	OFM			End of Year or Upon Revision Whichever is Later	10 Years	GS50-1	8-34	Potentially Archival
AGENO	Y MANAGER SIGNATURE: F	obert Miller		AGENO	Y ARCHIVIS	ST SIGNATURE: Sco	ott Cline			
		FOR RECORDS MANAGEM	ENT SEC					NT		
Initials	of Records Management	Section Analyst: SAA								
LOCA	I PECOPOS .	proved as Submitted-DATE:09/30/20	04	☐ Approve	d as Amend	ed-DATE:	Re	turned Unp	rocesse	ed-DATE:
See original for signature See original for signature See original for signature									signature	
For the Attorney General				or the State Au	ditor		For the State Archivist			